





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 10 - Security and Control

Policy Number:	10.04
Policy Name:	Patrols and Inspections
Authority:	Title 15, 1510
Replaces:	9.07 Patrols and Inspections, Use of Logs (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	10.05 - Perimeter Security 10.12 - Tools and Security Equipment
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

Inspections of Juvenile Hall and all equipment shall be conducted in accordance with this policy to ensure an acceptable level of cleanliness, repair, and safety is maintained throughout the facility. Senior Counselors shall conduct a daily inspection of all Living Units, activity areas, and all other areas of the facility including the secure perimeter fencing and submit a report of any concerns to the Director of Juvenile Hall as required.

Juvenile Hall maintains a regular schedule of housekeeping tasks, equipment, including restraint devices, and physical plant maintenance and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner. [Title 15, 1510]

Juvenile Hall staff shall report any safety concerns discovered during their shift to the Officer of the Day.

Juvenile Hall administrators shall tour the Juvenile Hall living units and activity areas at least once per shift to encourage informal contact with staff and youth, and to informally observe living and working conditions.

II. PURPOSE

The thorough completion of regular and detailed inspections is essential to maintaining a safe and healthy facility. While conducting inspections, Senior Counselors should consider the use of the given area and any potential hazards that could occur in its regular use. It is imperative that any concerns be documented and communicated through the proper channels as soon as possible to ensure a timely response.

Patrols are an opportunity for administrators and Senior Counselors to observe any issues in the facility and ensure that youth are being treated in compliance with the law and their best interests. Making random and unscheduled patrols is the best way to ensure that the Senior Counselor or administrator can observe the regular activities, tone, and quality of the program or activity being observed.

III. PROCEDURES

A. Inspections of Occupied Areas

- i. Senior Counselors shall conduct inspections of all living units twice a day including weekends and holidays.
- ii. For each active living unit, the Unit Manager or designee shall conduct a weekly inspection of all areas occupied by youth and report any deficiencies.
- iii. All reports completed in the above circumstances shall note any identified safety or security hazards, or potential hazards, action taken to address these hazards, and any further action required.

B. Inspections of Other Areas

- i. For areas not occupied by youth, Senior Counselors shall conduct a weekly inspection and submit a written report of any concerns to the Director of Juvenile Hall.
- ii. The report shall note any identified safety or security hazards, or potential hazards, action taken to address these hazards, and any further action required.
- iii. The inspection and report shall address perimeter security, fencing, gates, exits, gym, outside play areas, multi-purpose rooms, education center, the merit center, hallways, the medical and dental clinics, the admissions office and storage areas, vehicle sally port and court holding cells.
- iv. The inspection and report shall also ensure that all security devices, including but not limited to security alarm systems, the fire alarm system, PA system, and electric room locking systems are maintained and operational.

C. Responding to General Safety and Security Hazards

- i. Juvenile Hall staff shall report all safety or security hazards detected on their shift immediately to the Officer of the Day.
- ii. The Officer of the Day shall initiate immediate action to correct any major hazards of an emergency nature regardless of the shift.

D. Patrols

- i. Patrols shall be unscheduled and conducted in accordance with the following:
 - a. Administrator visits, Officer of the Day, and Senior Counselor patrols shall focus on all factors pertaining to the care and environment of youth including living, recreational, and educational conditions.
 - b. Patrols conducted should include informal contact with youth and staff when possible.
- ii. The Director of Juvenile Hall shall ensure the following patrol schedule is maintained:
 - a. Officer of the Day: The Officer of the Day shall visit each living unit at least twice per shift.
 - b. Unit Manager: The Unit Manager shall spend as much time as possible on their assigned unit with a minimum of two institutional rounds per day.
 - c. Administrators: Administrators including the Director of Juvenile Hall or other

administrators or designees shall visit the living units and activity areas once per shift.